

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

SS000090

2. Reason for Submission

☐ Redescription
☐ Reestablishment

Explanation (Show any positions replaced)

3. Service

☐ New ☐ Dept'l ☒ Field
☒ Other

4. Employing Office Location

5. Duty Station

6. CSC Certification No.

7. Fair Labor Standards Act

☐ Exempt ☒ Nonexempt

8. Employment/Financial Stmt Required

☐ Yes ☒ No

9. Subject to IA Action

☒ Yes ☐ No

10. Position Status

☒ Competitive
☐ Excepted (Specify)

11. Position is

☐ Supervisory
☐ Managerial
☒ Neither

12. Sensitivity

☐ Critical
☐ Noncritical
☒ Nonsensitive

13. Competitive Level Code

18

14. Agency Use

SPD

15. Classified/Graded by

Official Title of Position

Pay Plan

Occupational Code

Grade

Initials

Date

a. Civil Service Commission

b. Department, Agency, or Establishment

c. Bureau

d. Field Office

Administrative Support Assistant

GS

0303

7

e. Recommended by Supervisor or Initiating Office

16. Organizational Title of Position (if different from official title)

17. Name of Employee (if vacancy, specify)

18. Department, Agency, or Establishment

Department of Interior

a. First Subdivision

U.S. Fish and Wildlife Service

b. Second Subdivision

Region

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

19. Employee Review. This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge

that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature

Date

Signature

Date

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U. S. Code, in conformance with standards published by the Civil Service Commission or, if no published standards apply directly, consistently with the most applicable published standards.

Typed Name and Title of Official Taking Action

Signature

Date

22. Standards Used in Classifying/Grading Position USOPM Job Families for Clerical & Tech Acctg & Bdgt work, GS-0500, dtd 12/97 & for Asst work in Human Resources Mgt Grp, GS-0200, dtd 12/2000. *(Continued at bottom)

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Civil Service Commission. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the Commission.

23. Position Review

Initials

Date

Initials

Date

Initials

Date

Initials

Date

Initials

Date

a. Employee (optional)

b. Supervisor

c. Classifier

24. Remarks

Carolyn Mach-Otting
Lead Human Resources Specialist R5

9/27/02
Date

PCS for Misc Clerk & Asst Series, GS-303, dtd 11/79
PCS for Procurement Clerical & Tech Series, GS-1106, dtd 9/92. GLG for Clerical & Asst Work, dtd 6/89.

25. Designation of Major Duties and Responsibilities (see attached)

Administrative Support Assistant GS 303-7

I. Introduction (Specific Field Station Information Inserted Here)

The incumbent is the principal source of administrative expertise, with subordinate administrative personnel, or a co-located station, or has sub office(s), or the station has complicated operational issues such as heavy public use, extensive law enforcement, urban area location, active visitor/training center **AND** recurring complicated budget issues.

A. Major Duties

Budget and Finance

Develops and formulates field level budget including estimates, justifications, and all financial activities for multiple natural resource accounts with extensive sub-activities and/or cross program, interagency or grant funding sources. The incumbent is responsible for a continuing review of the utilization of funds, funds availability, and overall budgetary processes for the station(s).

Analyzes historical budget and financial data as a preliminary to budget preparation. Identifies actual or potential problem areas, trends, significant deficiencies, areas of imbalance and makes recommendations and/or takes corrective actions, including inputting as Redistribution Data Sheet (RDS) into Federal Financial System (FFS) and enters data into an automated data management system.).

Participates in management decisions for the management and control of budget and financial data. Maintains control of all expenditure accounting. Upon analysis of historical budget and financial data, incumbent establishes controls on expenditures for resource based funds, maintenance funds, contributed funds, numerous sub-activities, reimbursable funding sources, including 2-year and no-year funding years.

Maintains and reviews all all financial documents, verifying accuracy, approving expenditures, analyzing affect to overall budget. Establishes controls in FFS to address all payment inquiries.

Reconciles Denver Finance Center printouts ensuring all subactivities accounts are liquidated prior to expiration of funding authority. Initiates and completes all correspondence necessary to resolve discrepancies in fiscal transactions with commercial firms, Denver Finance Center and Regional Office.

Procurement and Property

Prepares or directs the acquisition of necessary supplies, equipment, and construction to meet station needs, and ensures that purchases are in accordance with Federal procurement regulations and within delegated authority. Ensures that all expenses are obligated and in a prompt manager that invoices are processed in accordance with the Federal Financial system and Prompt Payment Act. Purchase methods are considered to all within open market purchase orders, blanket purchase arrangements, and mandatory sources purchases. Approves action within warrant limitation.

Incumbent _____ hold a procurement warrant.

_____ does not hold a procurement warrant.

Human Resources Support

Assists the Project Leader/supervisor in preparation of pertinent forms and documents. Monitors appointment limitations and prepares appropriate actions using the approved electronic SF-52 process. Forwards the necessary documentation and forms to the appropriate RO administrative support person for processing.

Provides guidance and assistance to other staff/stations in all personnel matters including health benefits, payroll problems, retirement information, job opportunities, step increases, awards, and training.

General Office Assistance

Coordinates and schedules staff training and trains clerical personnel. Completes administrative reviews as necessary.

Provides instruction and training in all automated systems which include the Federal Personnel/Payroll System (FPPS), Time and Attendance, FFS and cc:Mail. This includes hands-on training in these systems, as well as continuing phone support.

Provides assistance with day-to-day questions regarding various computer applications used by office staff and provides information technology management, network administration, and technical support in conjunction and consultation with the designated Information Technology Coordinator. Coordinates computer hardware and software acquisition, installation and upgrades, system backup procedures and system maintenance with the advisement of the Information Technology coordinator.

Prepares or supervises the preparation of reports associated with property, training, imprest, vehicle use, energy, equipment, safety, travel and various other special reports as requested.

Develops, prepares, and submits all space requirement worksheets and documentation. Serves as the primary contact between Property Utilization Specialist and GSA. Serves as liaison regarding compliance with leases, maintenance, repairs, etc.

Supervises the inventory of all accountable property. Conducts a physical inventory of all accountable property. Updates and maintains a record system which controls the location, arrangement, and use of active files, and systematic retention and/or disposal of records according to established plans.

Arranges, attends, and prepares informational packets for meetings and conferences.

Performs all other duties as required.

Factors:

1. Knowledge required by the position:

- Broad knowledge and understanding of governmental accounting/financial procedures, budget preparation, reporting techniques/requirements and of agency methods for cost analysis and control. Knowledge of all operating programs, functions and objectives of the Service, the interrelationships of operating programs, and thorough knowledge of the specific operating programs, functions, and objectives for which advice, assistance and guidance are required.
- Knowledge of fund accounting, methods, procedures and techniques used in maintaining, balancing, and reconciling multiple natural resource accounts with extensive sub-activity accounts, including an understanding of interrelationships between appropriations and subsidiary accounts in order to analyze and determine need for adjustment to balance accounts.
- Thorough knowledge and understanding of governmental procurement, and contracting regulations, policy, and procedures.
- Skilled in Annual Work Planning, analyzing funding requirements, utilization of ADP equipment, network administration, software, and office machines.
- Knowledge of personnel functions and procedures, i.e., types of appointments, position description preparation, and position management and ceilings.
- Knowledge and understanding of program management, and ability to present recommendations and conclusions in the manner most useful to management officials.
- Skill in recognizing critical trends in fund expenditures and in analyzing program accounting data in order to identify and justify significant data in preparing budget data and reports.

--Ability to communicate effectively, both orally and in writing.

--Knowledge and skill to plan and administer all phases of new computer systems.

2. Supervisory Control

Incumbent is under the general supervision of the project leader, who provides general direction in terms of program goals, objectives, and available resources. Incumbent has wide latitude for independent judgement and decisions.

Incumbent and supervisor discuss and consult on projects, special Regional Office initiatives and deadlines. Work is reviewed for overall technical soundness and conformance to agency policies and procedures. Work is occasionally reviewed through discussion with the supervisor. Generally work is considered technically sound and accurate.

3. Guidelines

Guidelines include the Fish and Wildlife Service Manual, the Federal Financial Systems Handbook, Federal procurement regulations, various intra-Departmental policy memoranda, agreements with other agencies, and general as well as specific operating instructions and procedures. The incumbent uses judgement to interpret guidelines, adapt procedures, decide approaches, and resolve specific problems. The employee analyzes the results of applying guidelines and recommends changes.

4. Complexity

Incumbent performs a wide variety of administrative support activities, including financial tracing and monitoring, purchasing, property, computers payroll, personnel, public contacts, and assisting with budget development and execution. Understanding, interpreting and implementing procurement and fiscal duties is a complex responsibility. The processes require an interrelationship with many disciplines and involves using a variety of techniques in their accomplishment.

Employee must exercise initiative and innovative thoughts in solving varied and unusual problems. Employee must rely upon broad administrative experience, a high degree of judgement, adaptability and intelligence. Decisions regarding the work involve analysis and evaluations of problem areas and program concerns and the interrelationship between organizations, people and issues involved.

5. Scope and Effect

Purpose of the position is to serve as a key member for administrative procedures/processes which have a significant impact on the success of management

programs. The position requires that guidance and administrative support be provided for the office staff. The analysis, timeliness, reliability, accuracy, tact, recommendations and technical expertise in handling these duties directly influence and impact upon the effectiveness and timely progress of the programs.

6. Personal Contacts

Contacts are with the professional/administrative staff at other FWS field and RO offices, state agencies, conservation organizations, business community, vendors, other Federal agencies, legislative staff, and the public at large. Incumbent practices courtesy in dealing with all contacts, whether through direct dealing or indirectly through correspondence.

7. Purpose of Contact

Contacts are made to exchange information, resolve problems, secure services, provide information, suggest new ideas, planning purposes, coordinate or advise on work efforts, and seek advice from known sources of information. Often these contacts require a high degree of ability in enlisting support in pursuing certain courses of action.

8. Physical Requirements

The work is sedentary and there is some walking, standing, and bending. The incumbent must be capable of working under considerable pressure dealing with a wide variety of subjects, rules, regulations, and people.

9. Work Environment

The work is performed in an office setting with occasional travel within the Region. The incumbent is required to obtain and wear an official U.S. Fish and Wildlife Service uniform as prescribed in the Service Uniform Policy, Part 041 of the Fish and Wildlife Service Manual.